



Work(shops) from home

How to make remote meetings and workshops more productive

When suddenly all colleagues are working from home, the way we work together changes as well. Collaboration and constructive exchange still work to a certain extent in well-rehearsed teams. In other constellations it becomes much more difficult. Everywhere, important workshops are currently being postponed. Brainstorming sessions are suspended or return to being an individual problem instead of a team effort. And previously productive meetings are morphing into tediously long video conferences. While a third of the participants continue to work on other tasks in parallel, only half of the actual topics are dealt with – soon overall satisfaction is affected one hundred percent.

Productivity hacks for online meetings

Keeping a few simple things in mind can achieve a lot in meetings with multiple participants. To make virtual meetings as productive as face-to-face meetings at the office, it helps to follow these basic guidelines for your next online business meeting:



Define the goal of the meeting in advance and put it in writing: It is the basis of every focused discussion – seemingly simple, often overlooked, always effective.



Shorter, but more often: Long meetings are better divided up by topic. After 45 minutes, concentration in video conferences dwindles considerably.



Eye-catcher next to the webcam: This way you remember to look into the camera and make virtual eye contact.



Make output visible: Visualize and share results already during the meeting with the note or chat function or as a shared document with Sharepoint or Google Docs.



Moderation is essential: many subtleties are lost in a video conference. A good moderation ensures that everyone has their say, that the technology works and that results are ensured.



Give your interactive workshops the virtual green light

Strategically important, long-planned workshops are currently being postponed indefinitely everywhere. Especially in uncertain times it is important to find answers together through collaboration and exchange. Thanks to modern tools, interactive sessions can now be moved into virtual environments, so that projects don't have to falter. If you take these additional aspects into account, you can get started now, virtually.



Rethink the schedule: It is better to spread a day workshop over two half days and include more breaks – for better concentration and new ideas.



Choosing the **right tools:** In addition to the functions and compatibility with your IT, check for ease of use when selecting your tool.



Less is more: One tool is ideal. Two platforms are fine (video/audio plus collaboration). Every additional tool tends to overwhelm your participants.



Test in advance: a dry run ensures that the technology and process run smoothly. Nevertheless, do expect malfunctions and prepare a Plan-B.



Include movement: At home, the usual office walking distances are eliminated. Therefore, integrate an activation exercise, encourage some physical activity during the breaks, or plan your next creative brainstorming session as a walk.



Not without my facilitator: Remote workshops place high demands on conception and moderation. Experienced online facilitators ensure an inspiring atmosphere, variety and high quality results.

Want to try something different? Get inspired.

Your workshops or meetings are in the pipeline, but you are not sure if they can be implemented online successfully? You finally want to collaborate independently of location and use the prescribed home office to persuade skeptics? Our facilitator team will be happy to advise you on the conception, tool selection and moderation for your successful remote workshop – results-oriented, interactive and everything but boring!



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